



TA371

Timekeeper Processing

Instructor Led Training



Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

The following HCM training materials are located on the Cardinal website (www.cardinalproject.virginia.gov) under Learning:

- Job Aids on topics across all functional areas
- Functional process and instructional videos

The Cardinal HCM Reports Catalog is located on the Cardinal website under Resources.

The system screenshots included in the Cardinal HCM training courses show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Security Handbook on the Cardinal website in the Security section under Resources.



Course Objectives

After completing this course, you will:

- 1 Understand the Time & Attendance (TA) process
- 2 Be able to navigate to the Cardinal Timesheet page
- 3 Be able to identify rules for reporting time for both Positive Time Reporters and Exception Time Reporters
- 4 Understand the importance of Work Schedules
- 5 Be able to report time on the Timesheet for assigned employees
- 6 Know how to view leave balances and enter and submit absences for assigned employees (if applicable)



Course Objectives (continued)



Be able to view and correct Timesheet exceptions



Be able to make adjustments to the Timesheet



Agenda

1

Time and Attendance Overview

2

Navigating in Time and Attendance

3

Entering and Submitting Time

4

Entering Absence Requests

5

Time Administration and Managing Exceptions



Lesson

1

Time and Attendance Overview

This lesson covers:

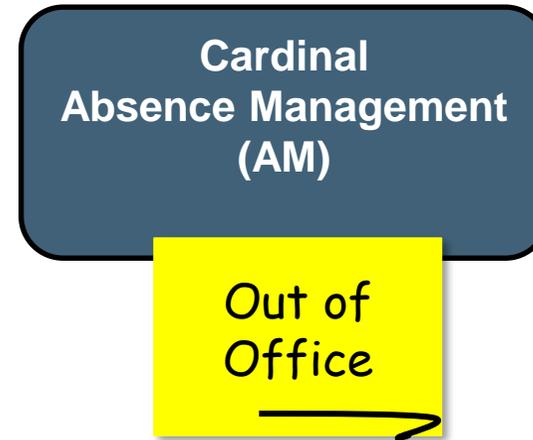
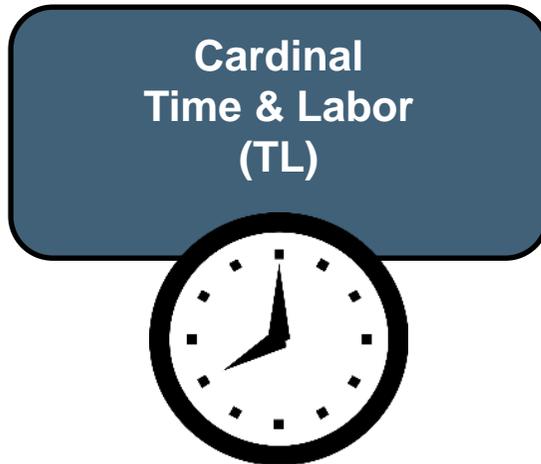
- Time and Attendance Overview
- Work Schedules



Time & Attendance Overview

Time & Attendance (TA) is one of the functional areas in Cardinal Human Capital Management (HCM). TA contains two modules: Time and Labor (TL) and Absence Management (AM). These modules handle time and absence entry as well as provide leave balances.

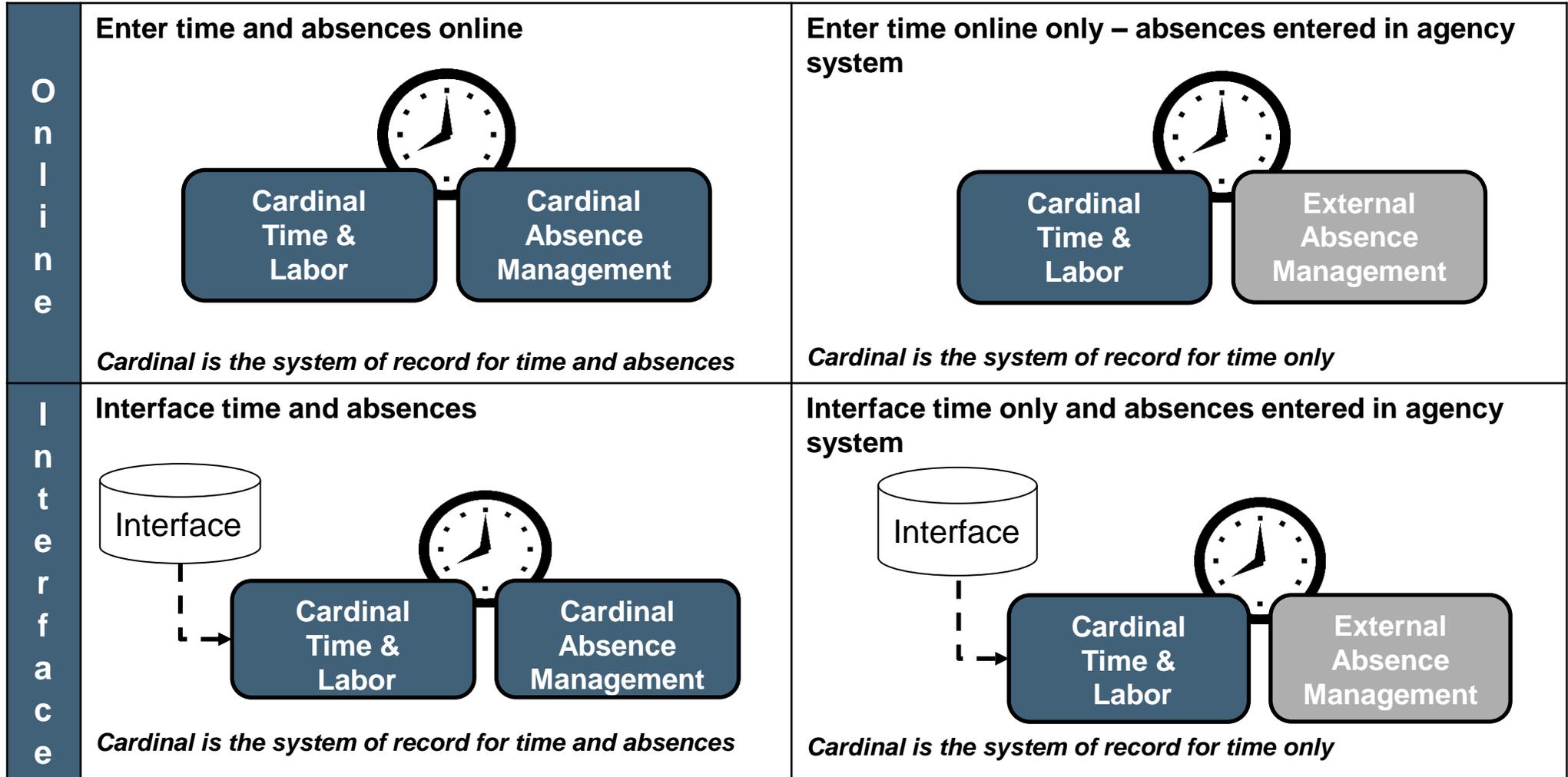
All agencies that use Cardinal Payroll will use the TA functional area.





Time & Attendance – Core Modules

There are different agency configuration options (online/interfacing) which impact how time and absences are captured as well as what is the system of record for time and absences. The chart below breaks out the options for online and interfacing agencies.





Importance of TA

The Time & Labor auto enrollment program automatically enrolls employees in the relevant workgroup and compensatory plans based on agency configuration.

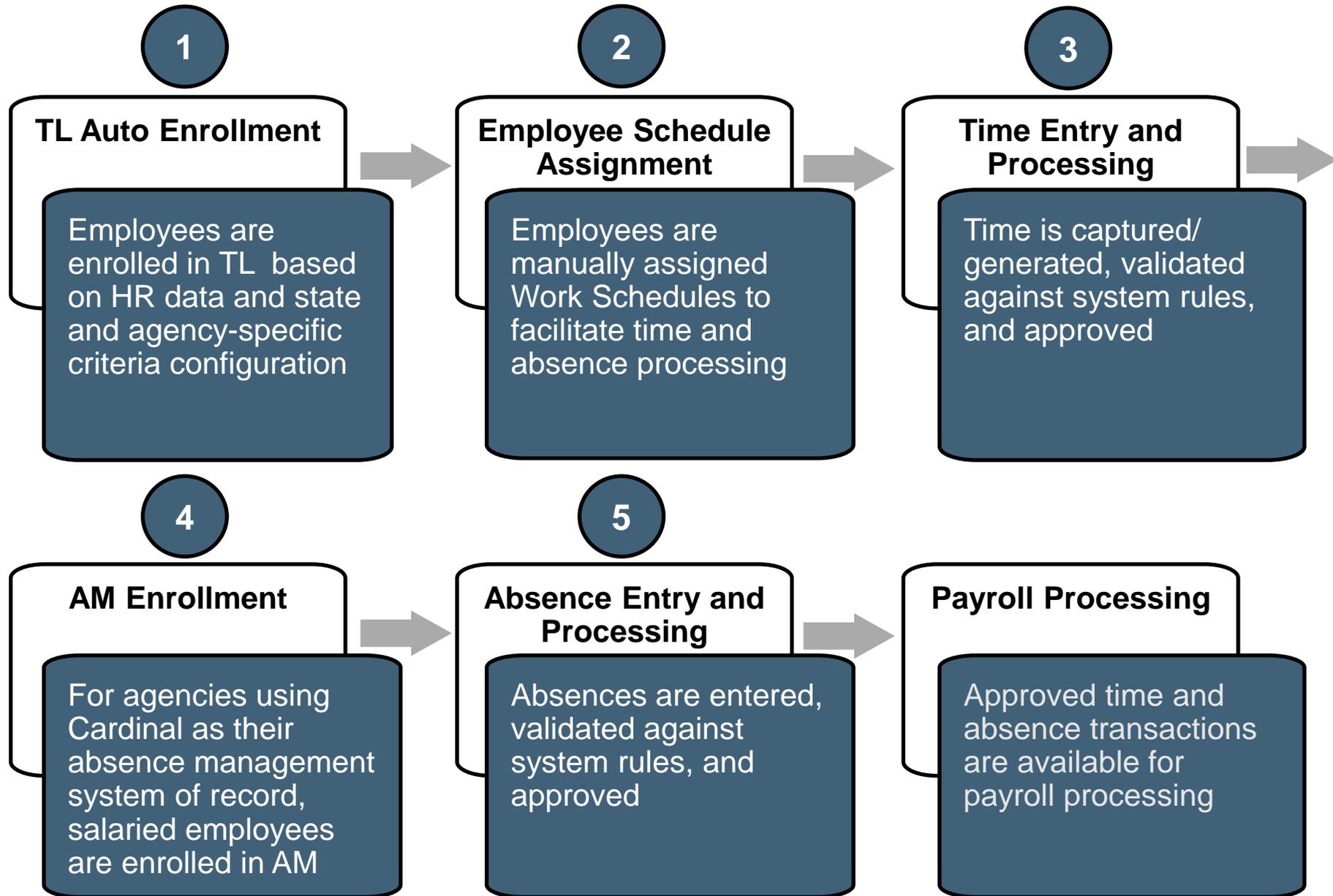
Timesheet records drive pay for wage employees, salaried employees exception time (i.e., overtime), and salary non-FLSA (Fair Labor Standards Act) exempt employees. This is true for both Cardinal HCM online and interfacing agencies.

Timesheets collect detailed time (by day, by type, by accounting distribution) to feed payroll and to support the allocation of pay in the Cardinal Financials (FIN) system at a detailed level.

For agencies using Cardinal AM as their system of record, absence balances, accruals, and takes are tracked and maintained in Cardinal. Absence requests (e.g., vacation, sick) are recorded and routed for approval and processing in Cardinal.



TA Setup and Processing Process





Overview of TA Roles

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Enter TL eligibility and TL auto enroll bypass	✓			View Only	View Only		
View/Change Employee Time Reporter Type	✓			View Only	View Only		
View/Assign/Change Employee Work Schedules	✓		View Only	✓	View Only	✓ (Direct Reports)	
Enter their Time		✓					
Enter Time on behalf of an Employee			✓	✓		✓ (Direct Reports)	
View Time Entry processing status			✓	✓		✓ (Direct Reports)	
View/Adjust leave balances			View Only	View Only	✓	View Only (Direct Reports)	
Enter leave donation and balance adjustments					✓		
Enter their Leave/Absences		✓					
Enter Leave/Absences on behalf of an Employee			✓		✓	✓ (Direct Reports)	
View and correct Timesheet errors		✓	✓	✓		✓ (Direct Reports)	✓*

* Interfaced Time and Absences



Overview of TA Roles (Cont'd)

	Employee TL Setup	Employee	Timekeeper	TL Admin	Absence Admin	TL and Absence Supervisor	TA Interface Admin
Modify/Void Leave/Absences					✓	Modify Only	
Cancel Leave/Absences						✓	
View/Resolve/Allow Timesheet Exceptions			✓	(View and Resolve Only)		✓	
Approve Time						✓ (Direct Reports)	
Approve Absences					✓	✓ (Direct Reports)	
Run TA Reports/Queries	✓		✓	✓	✓	✓	✓



Work Schedules

Cardinal requires all employees to have an assigned Work Schedule.

Work Schedules are assigned to employees by the TL Employee Setup Administrator or TL Supervisor. Timekeepers can view employee schedules, but cannot make updates to them.

The Types of schedules are:

- **Hourly Work Schedule** – This is a Work Schedule with zero pre-defined hours and should only be assigned to hourly (wage) employees. All hourly employees must report all hours worked on their Cardinal Timesheet in order to be paid.
- **Set Work Schedule** – This is a non-flexible Work Schedule with predictable days and hours and should only be assigned to salaried employees. A set Work Schedule could also include a rotating day pattern.
- **Variable Work Schedule** – This is a flexible Work Schedule that is set up in the system as 24 hours a day 7 days a week and should only be assigned to salaried employees. This type of Work Schedule requires employees to report all hours on their Cardinal Timesheet.

See the slides in the appendix titled **Work Schedule Naming Convention** for some examples of how the **Schedule ID** is named.



Time Reporter Types

In Cardinal, there are two different types of Time Reporters; Positive Time Reporters and Exception Time Reporters. These types have some specific time reporting rules.

Positive Time Reporter

- All hours worked (productive) and any leave (nonproductive) must be entered
- All time must be reported by day and type
- The Timesheet must be submitted, at a minimum, for every pay period (follow agency guidelines)

Exception Time Reporter

- Time is only entered if there is an exception to the employee's normal Work Schedule. Exceptions include:
 - The employee worked a different day outside of their normal schedule
 - The employee worked additional hours (e.g., overtime, call-in time)
 - The employee used leave (e.g., vacation, sick)
 - The employee needs to charge time to a different charge distribution (if required)
- When any exception time is entered for a day, then all hours for that day must be entered (e.g., entered 2 hours of vacation, must also report the 6 regular hours worked)



Role of The Timekeeper

As a Timekeeper, you can do the following:

- Enter and view time for assigned employees
- View and correct Timesheet errors
- View time entry processing status
- Enter and view absences for assigned employees
- View employee Work Schedules
- View exceptions
- View payable time summary and detail information
- Run TA reports

If Cardinal is the leave system of record for your agency, the following are available on the Timesheet:

- View compensatory and overtime leave balances
- View leave information

The details of how to do these tasks will be covered in this course.



Lesson Checkpoint



1. True or False. Cardinal Time & Attendance is comprised of 2 modules: Time and Labor and Absence Management.



2. There are 2 types of time reporters which are positive and _____.
 - a. negative
 - b. exception
 - c. hourly



3. True or False. Timekeepers are able to view and update an employee's Work Schedule.



Lesson Summary

1

Time and Attendance Overview

In this lesson, you learned:

- Time and Attendance Overview
- Work Schedules



Lesson

2

Navigating in Time Attendance

This lesson covers:

- Timesheet Summary Page
- Timesheet Page Layout

Time Entry

Timekeepers enter and review time on behalf of agency employees. Security access is at the agency level, therefore, each agency must determine the employees assigned to each Timekeeper. In Cardinal, Timekeepers access the **Timesheet Summary** page to retrieve multiple timesheets.



Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria



Timesheet

Employee ID: []
Equal Record: 0
Report Service Account: []
Time Reporting Type: Public
Earliest Change Date: 01/01/2020

Select Another Timesheet

*View By: Week
*Date: 06/29/2020
Reported Hours: 0.00

Reported time on or after 07/06/2020 in for a future period.

Mon 07/06	Tue 07/07	Wed 07/08	Thu 07/09	Fri 07/10	Sat 07/11	Sun 07/12	Total	Time Reporting Code
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								

Save for Later Submit Apply Schedule

Timesheet

Employee ID: []
Equal Record: 0
Report Service Account: []
Time Reporting Type: Public
Earliest Change Date: 01/01/2020

Select Another Timesheet

*View By: Week
*Date: 06/29/2020
Reported Hours: 0.00

Reported time on or after 07/06/2020 in for a future period.

Mon 07/06	Tue 07/07	Wed 07/08	Thu 07/09	Fri 07/10	Sat 07/11	Sun 07/12	Total	Time Reporting Code
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								

Save for Later Submit Apply Schedule

Timesheet

Employee ID: []
Equal Record: 0
Report Service Account: []
Time Reporting Type: Public
Earliest Change Date: 01/01/2020

Select Another Timesheet

*View By: Week
*Date: 06/29/2020
Reported Hours: 0.00

Reported time on or after 07/06/2020 in for a future period.

Mon 07/06	Tue 07/07	Wed 07/08	Thu 07/09	Fri 07/10	Sat 07/11	Sun 07/12	Total	Time Reporting Code
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								

Save for Later Submit Apply Schedule



Employee Selection Criteria Section

On the **Timesheet Summary** page, you can enter multiple values in the **Employee Selection Criteria** section to refine the search. The values available are:

- **Time Reporter Group:** A grouping of employees based on Business Unit, Department, or Reports To Position.
- **Employee ID:** The unique eleven-digit HR ID number that identifies an employee
- **Last Name:** The employee's last name
- **First Name:** The employee's first name
- **Business Unit:** The unique five-digit number assigned to each Commonwealth agency

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria



Employee Selection Criteria Section (continued)

- **Job Code:** Indicates the unique code and title associated with a specific job
- **Department:** The code assigned to each individual department within the agency
- **Reports to Position Number:** The unique Position ID assigned to the Approver (T&L Supervisor) within the agency
- **Location Code:** The unique ID assigned to each individual location within the agency
- **Workgroup:** A grouping of employees that share the same time reporting requirements
- **Position Number:** The Position ID assigned to the employee within the agency

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria



Employee Selection Criteria Section Buttons

There are three buttons available:

- **Get Employees:** click this button to view the employees that meet the search criteria entered
- **Clear Criteria:** click this button to remove all search criteria that has been entered
- **Save Criteria:** click this button to save any search criteria entered.
This is especially helpful if you enter time for a set of employees who have one or more criteria in common

Report Time
Timesheet Summary

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria



Change View Section

The **Change View** section of the page allows you to make selections that impact your view of the Timesheet. The options include:

- **View By:** You can view by Week or select an individual Day
- **Date:** The date defaults to the current week (day) and can be changed
- **Show Schedule Information** check box: Allows you to choose to see the employee schedule in the Search results section or not
- **Previous Week/Next Week** links: These links allow you to view the previous or next week based on the **Date** field selection.

Change View

*View By
Date Show Schedule Information
[Previous Week](#) [Next Week](#)

Change View

*View By
Date Show Schedule Information
[Previous Day](#) [Next Day](#)



Search Results Section – Time Summary Tab

The final section on the **Timesheet Summary** page is the **Search Results** section. This section populates based on the search criteria selected/entered in the **Employee Selection Criteria** section. The **Time Summary** tab displays the following:

Employees For , Totals From 06/29/2020 - 07/05/2020

☰ 🔍 1-1 of 1 ▾

Time Summary Demographics ||▶

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	32.00			0.00	0.00

[Approve Reported Time](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)



Search Results Section – Demographics Tab

Click the **Demographics** tab to view employee demographic data.

Employees For , Totals From 06/29/2020 - 07/05/2020

☰ 🔍 1-1 of 1

Time Summary **Demographics** ||>

Last Name	First Name	Employee ID	Earliest Change Date	Department ID	Department	Workgroup ID	Business	Location Code	Position Number	Reports To	North American Pay Group	Global Payroll Pay Group
			11/11/2019	10114	Right of Way - Salem District	SNRF071E2	50100	CENTR	DOT15543	DOT07054	S10	S10

[Approve Reported Time](#)
[Approve Absence](#)
[Manager Self Service](#)
[Time Management](#)



Accessing Employee Timesheets

To select an employee(s) to enter time:

1. Enter search criteria in the **Employee Selection Criteria** section.

In this scenario, the **Business Unit** and **Department** are selected.

Note: If this is a group that you will enter time for regularly, click the **Save Criteria** button.

2. Click the **Get Employees** button.

It is recommended to apply filters to limit the selection to only employees you need to access in order to retrieve the results, before clicking the **Get Employees** button.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	40300 <input type="text"/>
Job Code	<input type="text"/>
Department	11000 <input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria



Accessing the Employee's Timesheet (continued)

Employees that meet the selection criteria display in the search results.

3. Click the **Last Name** (link) of the employee to retrieve the selected employee's timesheet.

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			1	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	40.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	168.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	40.00			0.00	0.00
			0	0.00	0.00	40.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			1	0.00	0.00	0.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	0.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	0.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00
			0	0.00	0.00	32.00			0.00	0.00



Timesheet Page

The **Timesheet** page for the selected employee displays. Timesheets will vary based on agency configuration and employee setup.

Timesheet

Employee ID [Redacted]
 Empl Record 0
 Time Reporting Type Positive
 Earliest Change Date 11/10/2019

File Clerk
 Actions -

Select Another Timesheet

*View By Week [v]
 *Date 06/28/2020 [calendar icon] [refresh icon]
 Reported Hours 0.00

Previous Week Next Week
 Previous Employee Next Employee

From Monday 11/25/2019 to Sunday 12/01/2019 ⓘ

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
[input]	[input]	[input]	[input]	[input]	[input]	[input]		[input] [v]	40300CCOP [magnifying glass]	40300 [magnifying glass]	[input] [magnifying glass]	[input]	ChartFields	+	-
[input]	[input]	[input]	[input]	[input]	[input]	[input]		[input] [v]	40300CCOP [magnifying glass]	40300 [magnifying glass]	[input] [magnifying glass]	[input]	ChartFields	+	-
[input]	[input]	[input]	[input]	[input]	[input]	[input]		[input] [v]	40300CCOP [magnifying glass]	40300 [magnifying glass]	[input] [magnifying glass]	[input]	ChartFields	+	-

Save for Later Submit Apply Schedule

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

[input] [magnifying glass] 1-1 of 1 [v]

Date	Total	TRC	Description	Comments
	0.000000			



Timesheet Page – Header Section

The **Timesheet Header** section displays the following:

- **Employee Name:** Employee's first and last name
- **Employee ID:** Employee ID Number
- **Job Title:** Employee's job title
- **Employee Record:** An auto-assigned number to uniquely identify an employment instance for an employee. This is used within Cardinal to associate different Jobs to an employee (i.e., record 0, 1, 2, etc.).
- **Time Reporting Type:** Positive or Exception
- **Earliest Change Date:** this field is used by the Time & Labor Administrators to determine the earliest addition or update to time related data for the employee

Timesheet	
[Redacted]	Employee ID [Redacted]
Associate Professor	Empl Record 0
.....	Time Reporting Type Positive
Actions ▾	Earliest Change Date 11/10/2019

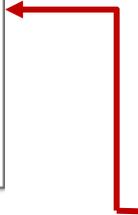


Timesheet Page – Header Section (continued)

When you hover over the employee name or Job Title, additional information displays.



Name	[Redacted]
Title	Associate Professor
Department	Personnel
Manager	[Redacted]
E-Mail	noemail200@virginia.gov
Phone	
Address	



Job Information

Department	93100	Personnel
Position	DSPTA203	Associate Professor
Employee Type	Hourly	
Standard Hours	40.00	
Standard Work Period	W	
Workgroup	HNRF07BP1	Hrly NE Sun07 Full Pos Reg
Time Period ID	VBIWEEKSUN	06/21/2020 07/04/2020

Timesheet

[Redacted]	Employee ID	[Redacted]
Associate Professor	Empl Record	0
Actions	Time Reporting Type	Positive
Select Another Timesheet	Earliest Change Date	11/10/2019



Timesheet Page Layout – Select Another Timesheet

Use the **Select Another Timesheet** section to change the view of the Timesheet and the calendar period.

- **View By:** Controls the Timesheet view. The default view of the Timesheet is a weekly format. Use the following **View By** options to see the Timesheet in the way that works best:
 - **Calendar Period:** This view is based on the Pay Calendar (e.g., Salaried 10th - 24th or 25th - 9th, Faculty 1st - 15th or 16th – End of the Month, Hourly biweekly)
 - **Day:** View one day based on the selection
 - **Week:** View a one week time period based on the selection
- **Date:** Enter a specific date, date in a week, etc. to be shown on the Timesheet. Click on the **Calendar** icon to open a **Calendar** page and then select the applicable month, year, and day. The week that includes the selected date displays. The start day always defaults to Monday, but can be changed if the scheduled start day is different.

Actions ▾

Time Reporting Type Exception
Earliest Change Date 11/11/2019

Select Another Timesheet

*View By
Day
Week

*Date  

Previous Week Next Week

Scheduled Hours 16.00 Reported Hours 0.00



Timesheet Page Layout – Select Another Timesheet (continued)

- **Refresh Timesheet** icon: Use this icon to refresh the Timesheet when changes are made to the **View By** and **Date** fields
- **Scheduled Hours**: Displays the total number of hours the employee is scheduled to work for the date(s) selected
- **Reported Hours**: Displays the total number of hours the employee reported for the date(s) selected
- **Previous Week**: Click this link to view the previous week
- **Next Week**: Click this link to view the next week
- **Previous Employee**: Click this link to view the previous employee in the list (search results on **Timesheet Summary** page)
- **Next Employee**: Click this link to view the next employee in the list (search results on the **Timesheet Summary** page)

Actions ▾

Earliest Change Date 11/18/2019

Select Another Timesheet

Calendar Period
Day
Week

*View By

*Date 06/28/2020

Scheduled Hours 40.00 Reported Hours 32.00

Previous Week Next Week
Previous Employee Next Employee

From Monday 11/5/19 to Friday 12/01



Timesheet Page Layout – Timesheet Grid

The next section is the **Timesheet** grid. The fields in this section allow the employee or Timekeeper to enter time and select the Time Reporting Code(s) associated with that time. The Timesheet reporting period starts with the first calendar day using the **Date** field. Hours are entered for each date that time is reported.

- **From Monday xx/xx/xxxx to Sunday xx/xx/xxxx:** This section is used to enter hours by day and by Time Reporting Code (TRC). This view will vary based on the selections made in the **View By** section.
- **Time Reporting Code (TRC):** This dropdown contains codes used to classify the time being reported. The codes will vary based on agency configuration, employee type (e.g., hourly, salaried), the workgroup to which the employee is assigned, and their eligibility (e.g., overtime, compensatory time).

From Monday 06/29/2020 to Sunday 07/05/2020 

Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Sun 7/5	Total	Time Reporting Code
<input type="text"/>		<input type="text" value=""/>						
<input type="text"/>		<input type="text" value=""/>						
<input type="text"/>		<input type="text" value=""/>						



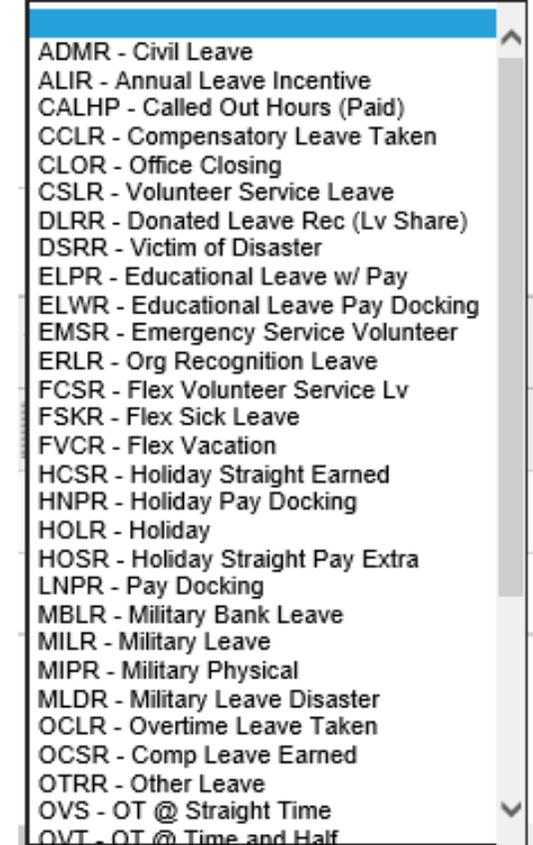
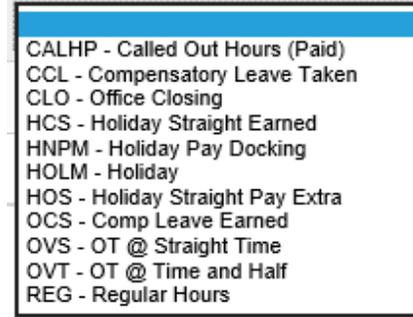
Entering and Submitting Time – Time Reporting Codes

Time Reporting Codes (TRCs) available for an employee will vary based on several factors, including:

- Agency configuration
- Workgroup
- Employee Type (e.g., Hourly, Salaried)
- FLSA Status (Exempt, Non-exempt)
- Eligibility by job role (e.g., overtime, compensatory and overtime leave, emergency work)

In the screenshots on the right, these are two examples of the available TRCs in the Timesheet's **Time Reporting Code** drop-down menu. Since the TRC values will vary, rely on the TRC description to select the appropriate TRC to use to report the category of time.

Note: TL Administrators and Absence Administrators may have additional TRCs available based on their security access.





Lesson Checkpoint



1. True or False. The **Time Reporter Type** field displays in the **Header** section and indicates whether the employee is a Positive or Exception Time Reporter.



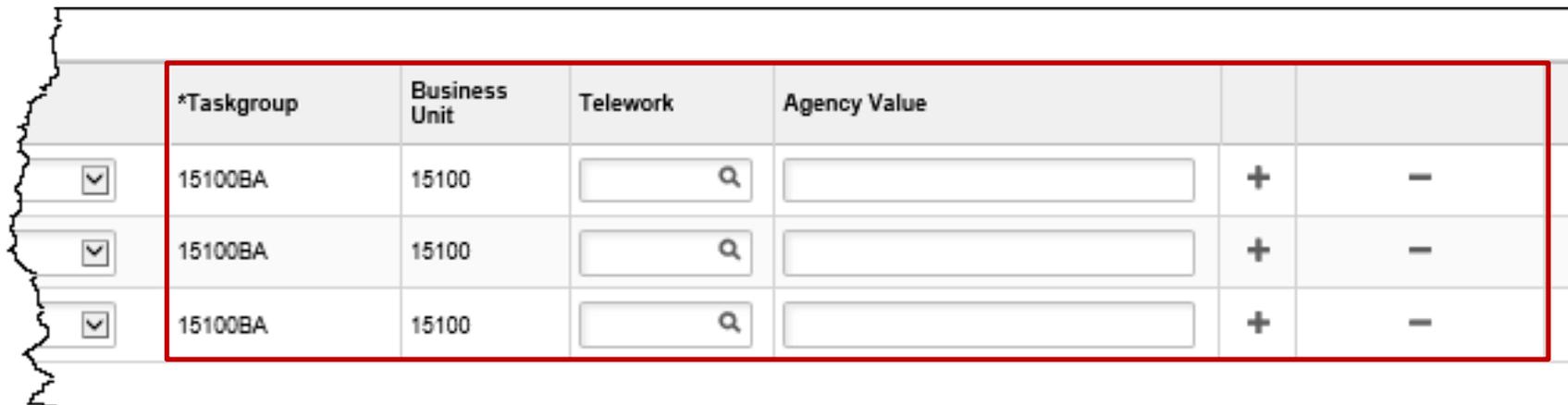
2. True or False. All employees have the same Time Reporting Codes and fields on the **Timesheet** page.



Timesheet Page Layout – Timesheet Grid

Note that the fields in this section of the Timesheet may vary. The following fields below display on all Timesheets.

- **Taskgroup:** Coding string representing a group of time reporters with similar time and task reporting requirements. This drives the billing defaults for the time reporter to the Department, Cost Center, Chart of Account/SpeedTypes, or Project. The Taskgroup string begins with the agency Business Unit. **This field should not be changed**
- **Business Unit:** The agency's business unit/company. **This field should not be changed**
- **Telework:** (if applicable) Field used to identify time that was approved for telework. The only valid value is “TELE”
- **Agency Value:** Free form field used to collect agency specific information
- **Add a New Row** and **Remove a Row** icons: The Timesheet grid defaults with three rows for time entry. The **Add a New Row** icon (+) and **Remove a Row** (-) icon allow the employee or Timekeeper to add or delete rows as needed



	*Taskgroup	Business Unit	Telework	Agency Value		
<input type="checkbox"/>	15100BA	15100	<input type="text"/>	<input type="text"/>	+	-
<input type="checkbox"/>	15100BA	15100	<input type="text"/>	<input type="text"/>	+	-
<input type="checkbox"/>	15100BA	15100	<input type="text"/>	<input type="text"/>	+	-



Timesheet Page Layout - Timesheet Grid (continued)

The following are additional fields that may display on the Timesheet grid depending on agency configuration and employee setup.

- **ChartFields:** (if applicable) Hyperlink that is available for entry/selection of ChartFields for all time entered. An agency can elect to have ChartFields setup one of the following ways for each employee:
 - **Default** – the ChartField link is not visible on the Timesheet because the funding information will always use the position or department defaults
 - **Optional** – the ChartField link is visible on the Timesheet because they have the option of overriding the default values as needed
 - **Required** – the ChartField link is visible on the Timesheet and ChartFields must be entered on the Timesheet for all productive time

*Taskgroup	Shift	Business Unit	Telework	Agency Value	ChartFields		
20300CCOP	<input type="text"/>	20300	<input type="text"/>	<input type="text"/>	ChartFields	+	-
20300CCOP	<input type="text"/>	20300	<input type="text"/>	<input type="text"/>	ChartFields	+	-
20300CCOP	<input type="text"/>	20300	<input type="text"/>	<input type="text"/>	ChartFields	+	-

For details about entering ChartFields, see the Job Aid titled **TA371 Entering ChartField Details on the Timesheet**. This Job Aid is located on the Cardinal website in **Job Aids** under **Training**.



Timesheet Page Layout – Shift Reporting

If an employee is eligible and set up for shift differential, the **Shift** field will be available on the Timesheet. The **Shift** field selection is used to associate the appropriate shift with the reported time. If blank, “**SHIFT1**” is assumed.

The Time Admin process will generate the SHF TRC premium during processing and it will be viewable on the **Payable Time** tab to pass to payroll.

Note: Employees eligible for Shift Pay must be defined as Shift eligible during employee setup.

Timesheet New Window | 1

Employee ID

Empl Record 0

Time Reporting Type Exception

Earliest Change Date 11/10/2019

General Admin Supv/Coord I

Actions -

Select Another Timesheet

*View By Previous Week Next Week

*Date

Scheduled Hours 40.00 Reported Hours 27.00

From Sunday 11/17/2019 to Saturday 11/23/2019 ⓘ

Sun 11/17	Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Total	Time Reporting Code	*Taskgroup	Shift	Business Unit
			3.00				3.00	OVT - OT @ Time and Half <input checked="" type="checkbox"/>	20300CCOP	SHIFT3 <input type="text"/>	20300
	8.00						8.00	REG - Regular Hours <input checked="" type="checkbox"/>	20300CCOP	SHIFT1 <input type="text"/>	20300
		8.00					8.00	REG - Regular Hours <input checked="" type="checkbox"/>	20300CCOP	SHIFT2 <input type="text"/>	20300
			8.00				8.00	REG - Regular Hours <input checked="" type="checkbox"/>	20300CCOP	SHIFT3 <input type="text"/>	20300

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status



Timesheet Page Layout

Directly below the **Timesheet** entry grid are the following three buttons:

- **Save for Later:** Saves entries on the **Timesheet** page. This places the Timesheet on hold and **does not** send it to be processed. Use with caution and remember to go back and submit the Timesheet
- **Submit:** Submits time entered on the Timesheet to be processed for approval. The **Submit** button must be clicked to have time processed by Time Admin and Approvals processing
- **Apply Schedule:** Populates the Timesheet with hours based on the employee's Work Schedule. It does not populate the TRC or any other field values.

From Monday 06/29/2020 to Sunday 07/05/2020 ?

Mon 6/29	Tue 6/30	Wed 7/1	Thu 7/2	Fri 7/3	Sat 7/4	Sun 7/5	Total	Time Reporting Code	*T
<input type="text"/>		<input type="text" value="12"/>	12						
<input type="text"/>		<input type="text" value="12"/>	12						
<input type="text"/>		<input type="text" value="12"/>	12						



Timesheet Page Layout – Reported Time Status Tab

The **Reported Time Status** tab displays the status of time entered in the Timesheet. This tab contains the following fields for each date; **Reported Status**, **Total**, **TRC**, **Description**, **Sched Hrs** and **Add Comments**.

Online agencies will only see “**Saved**” or “**Submitted**” for time entered on the Timesheet grid. Agencies using Absence Management will see “**Needs Approval**” or “**Approved**” for absences.

The **Add/Review Comments** icon is available for productive and non-productive time from the Timesheet. This icon is not available for absences.

Reported Time Status							
Reported Time Status							
Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments	
07/06/2020	Submitted	8.00	REG	Regular Hours	8.00		
07/07/2020	Submitted	8.00	REG	Regular Hours	8.00		
07/08/2020	Submitted	8.00	REG	Regular Hours	8.00		
07/09/2020	Submitted	8.00	REG	Regular Hours	8.00		
07/10/2020	Submitted	8.00	REG	Regular Hours	8.00		



Timesheet Layout Page – Summary Tab

The **Summary** tab provides a view by Time Reporting Code for time entered on the Timesheet.

It also includes **Total Reported Hours**, **Total Scheduled Hours** and a row to indicate if there is any **Schedule Deviation**.

Reported Time Summary										
1-5 of 5										
Category	Total	Mon 6/22	Tue 6/23	Wed 6/24	Thu 6/25	Fri 6/26	Sat 6/27	Sun 6/28		
Regular TRCs	40.00	8.00	8.00	8.00	8.00	8.00				
Total Reported Hours	40.00	8.00	8.00	8.00	8.00	8.00				
Total Scheduled Hours	40.00	8.00	8.00	8.00	8.00	8.00				
Schedule Deviation										
Time with no Category										



Timesheet Page Layout – Exceptions Tab

The **Exceptions** tab provides a view of exceptions and related information, if any exist, after the Time Administration process runs.

Tab without Exception

Reported Time Status | Summary | **Exceptions** | Payable Time

Exceptions ?

1-1 of 1

Date	Exception ID	Exception Source	Status	Exception Severity

Update Exception

Tab with Exception

Reported Time Status | Summary | **Exceptions** | Payable Time

Exceptions ?

1-1 of 1

Allow	Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
<input type="checkbox"/>	06/25/2020	VOVTSCHW	Time Administration	Unresolved	Medium	Employee has not fulfilled their scheduled hours.	

Update Exception



Timesheet Layout Page – Payable Time Tab

The **Payable Time** tab provides a view of time after the automatic Time Administration process has been run.

The Reported Time TRCs are updated to Payable Time TRCs in this view. It also displays the status of time whether it **Needs Approval** or has been **Approved** and, for Exception Time Reporters, it shows the scheduled hours. Refer to **Lesson 3** of this course for a list of all the possible Payable Time statuses.

You can view Payable Time with full details by selecting the **View Full Details** link in the **Payable Time Viewing Option** section.

Reported Time Status | Summary | Absence | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

[View Full Detail](#)

Payable Time ?

🔍 1-5 of 5

Date	TRC	Description	TRC Type	Payable Status ▾	Quantity
11/14/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/13/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/15/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00
11/11/2019	HOL	Holiday	Hours	Salary Hold	8.00
11/12/2019	RGSA	Regular Earnings - Salaried	Hours	Salary Hold	8.00



Timesheet Layout Page – Payable Time Detail Page

The **Payable Time Detail** page displays and includes the following tabs:

- **Overview**
- **Time Reporting Elements**
- **Task Reporting Elements**
- **Cost**

Payable Time Detail

[Redacted]
Employee ID [Redacted]

Police Sergeant
Employment Record 0

[Actions](#) ▾

Payable Time from 11/11/2019 to 11/17/2019

☰ 🔍
1-5 of 5 ▾

Overview
Time Reporting Elements
Task Reporting Elements
Cost
||▶

Date	Status↕	Reason Code	TRC	Description	Quantity	TRC Type
11/11/2019	Salary Hold	Cadinal TA600C Not Distributed	HOL	Holiday	8.00	Hours
11/15/2019	Salary Hold	Cadinal TA600C Not Distributed	RGSA	Regular Earnings - Salaried	8.00	Hours
11/12/2019	Salary Hold	Cadinal TA600C Not Distributed	RGSA	Regular Earnings - Salaried	8.00	Hours
11/14/2019	Salary Hold	Cadinal TA600C Not Distributed	RGSA	Regular Earnings - Salaried	8.00	Hours
11/13/2019	Salary Hold	Cadinal TA600C Not Distributed	RGSA	Regular Earnings - Salaried	8.00	Hours

[Return To Timesheet](#)



Timesheet Page Layout – Leave/Compensatory Time Tab

The **Leave/Compensatory Time** tab is only available for employees who are eligible for compensatory or overtime leave and is only visible if the employee has a balance.

It includes the **Plan Type**, **Plan**, **Recorded Balance**, **Minimum** and **Maximum Allowed** hours and **View Detail** icon.

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time
Leave and Compensatory Time Balances ⓘ					
⌵ Q 1-2 of 2					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	104.00	0	1000	

Leave and Compensatory Time [Close] [Help]

Detail

Employee ID [Redacted]
Hsekeep &/or Apparel Worker II Employment Record 0
[Actions](#)

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

Leave and Compensatory Time

⌵ Q 1-3 of 3 | View All

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
COMP_LEAVE	Compensatory Leave Plan	Hours	01/01/2098	108.000000	0.000000	4.000	104.000	11/27/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	11/26/2020	100.000000	8.000000	0.000	108.000	11/26/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	11/09/2020	0.000000	100.000000	0.000	100.000	11/09/2019



Timesheet Page Layout – Non-Productive Time for Agencies not using Cardinal Absence Management

Agencies not using Absence Management will report all non-productive TRCs directly on the Timesheet (e.g., vacation and sick).

Not using Cardinal Absence

From Monday 07/06/2020 to Sunday 07/12/2020 ?

Mon 7/6	Tue 7/7	Wed 7/8	Thu 7/9	Fri 7/10	Sat 7/11	Sun 7/12	Total	Time Reporting Code	*Taskgroup
8	8	8	8					REG - Regular Hours	70100BA
				8				VACR - Vacation	70100BA
									70100BA

- ADMR - Civil Leave
- ALIR - Annual Leave Incentive
- CALHP - Called Out Hours (Paid)
- CCLR - Compensatory Leave Taken
- CLOR - Office Closing
- CSLR - Volunteer Service Leave
- DLRR - Donated Leave Rec (Lv Share)
- DSRR - Victim of Disaster
- ELPR - Educational Leave w/ Pay
- ELWR - Educational Leave Pay Docking
- EMSR - Emergency Service Volunteer
- ERLR - Org Recognition Leave
- FCSR - Flex Volunteer Service Lv
- FSKR - Flex Sick Leave
- FVCR - Flex Vacation
- HCSR - Holiday Straight Earned
- HNPR - Holiday Pay Docking
- HOLR - Holiday
- HOSR - Holiday Straight Pay Extra
- LNPR - Pay Docking
- MBLR - Military Bank Leave
- MILR - Military Leave
- MIPR - Military Physical
- MLDR - Military Leave Disaster
- OCLR - Overtime Leave Taken
- OCSR - Comp Leave Earned
- OTRR - Other Leave
- OVS - OT @ Straight Time
- OVT - OT @ Time and Half



Timesheet Page Layout – Agencies using Cardinal Absence Management

Agencies using Cardinal Absence Management will report leave time directly on the Timesheet for office closing, compensatory leave, and overtime leave.

However, most absences (e.g., vacation, sick, personal, etc.) time will be entered through the use of the **Absence** tab.

Note: Entering absences for agencies using Cardinal Absence will be covered in detail in the Lesson 4 of this course.

The screenshot displays the 'Absence' tab in the Cardinal Absence Management system. At the top, there are navigation tabs: 'Reported Time Status', 'Summary', 'Absence' (highlighted with a red box), 'Exceptions', and 'Payable Time'. Below the tabs is the 'Absence Events' section, which includes an 'Absence Take' button and a table with columns for 'Select', '*Start Date', 'End Date', 'Absence Name', 'Reason', 'Unit Type', 'Details', 'Status', and 'Approval Monitor'. An 'Add Absence Event' button is located below the table. The 'Approval' section contains 'Select All', 'Deselect All', 'Approve', and 'Deny' buttons. The 'Absence Entitlement Balances' section shows a table with columns for 'Entitlement Name', 'Balance as of 12/09/2019**', 'From', 'To', and 'Accrual Period'. The table lists four types of leave: Service Recognition Leave, Other Leave, Parental Leave, and Family Medical Leave, all with a balance of 0.00 Hours and an accrual period from 01/10/2019 to 01/09/2020.

Entitlement Name	Balance as of 12/09/2019**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Other Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date



Lesson Checkpoint



1. True or False. Positive Time Reporters with variable schedules must report all productive and non-productive time on the Timesheet.



2. True or False. The **Leave / Compensatory Time** tab is available on all Timesheets, whether an employee is eligible or not.



3. True or False. Agencies using Cardinal Absence Management have an **Absence** tab that is used to report all non-productive time.



Lesson Summary

2

Navigating in Time and Attendance

In this lesson, you learned:

- Overview of the Timesheet Summary Page
- Layout of the Timesheet Page



Lesson

3

Entering and Submitting Time

This lesson covers:

- Entering and Submitting Time
- Processing and Viewing Time



Positive and Exception Time Reporters

As a Timekeeper, you may have to enter time for both Positive and Exception Time Reporters. The **Header** section of the **Timesheet** page displays the **Time Reporter Type**.

Timesheet	
	Employee ID 
<u>Security Officer IV</u>	Empl Record 0
Actions ▾	Time Reporting Type Positive
	Earliest Change Date 05/19/2020

Timesheet	
	Employee ID 
<u>Security Officer I</u>	Empl Record 1
Actions ▾	Time Reporting Type Exception
	Earliest Change Date 05/18/2020



Entering Time and Submitting Time

Use the time entry grid to report time by day and type. The time entry grid fields vary based on the employees eligibility and agency configuration.

Cardinal allows time entry up to 90 days in the future or past. If 90 days from the current date falls in the middle of the week, you may enter time for the portion of that week that is not grayed out.

Timesheet

Employee ID [Redacted]
 Empl Record 0
 Time Reporting Type Positive
 Earliest Change Date 12/10/2020

Police Sergeant
 Actions -

Select Another Timesheet

*View By Week [v] Previous Week Next Week
 *Date 11/25/2019 [calendar icon]
 Scheduled Hours 40.00 Reported Hours 0.00

From Monday 11/25/2019 to Sunday 12/01/2019 ⓘ

Mon 11/25	Tue 11/26	Wed 11/27	Thu 11/28	Fri 11/29	Sat 11/30	Sun 12/1	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework	Agency Value	ChartFields		
								[v]	40300CCOP	40300	[Q]		ChartFields	+	-
								[v]	40300CCOP	40300	[Q]		ChartFields	+	-
								[v]	40300CCOP	40300	[Q]		ChartFields	+	-

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

1-1 of 1 [v]

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.00	

Self Service
Time Reporting



Entering Time and Submitting Time (continued)

In this example, these employees worked 8 regular hours each day and had 2 hours of overtime on Thursday.

1. Enter all hours on one row associated with a single TRC. Since the employee has regular and overtime hours, you will enter 2 rows because all time on each row must be the same type.

Note: Cardinal allows time entry to the hundredths of an hour: two digits after the decimal point. Follow your agency guidelines regarding how partial hours should be added. See the appendix of this course for more details on time rounding.

2. Select the appropriate TRC or each line.

Positive Time Reporter

From Monday 12/23/2019 to Sunday 12/29/2019 ?

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code
8	8	8	8	8				REG - Regular Hours
			2					OVT - OT @ Time and Half

Save for Later Submit Apply Schedule

Exception Time Reporter

From Monday 12/23/2019 to Sunday 12/29/2019 ?

Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Sun 12/29	Total	Time Reporting Code
			8					REG - Regular Hours
			2					OVT - OT @ Time and Half

Save for Later Submit Apply Schedule



Entering and Submitting Time (continued)

For this scenario, no additional fields are required.

3. Click the **Submit** button to submit the time for processing.

Timesheet [New Window](#) | [Help](#)

Employee ID

Empl Record 0

Human Resource Manager III Time Reporting Type Positive

[Actions](#) Earliest Change Date 11/18/2019

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date  

Reported Hours 42.00

From Monday 11/18/2019 to Sunday 11/24/2019 

Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code	*Taskgroup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.00	OVT - OT @ Time and Half <input type="text"/>	74200BA
<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	40.00	REG - Regular Hours <input type="text"/>	74200BA				



Entering and Submitting Time (continued)

The **Submit Confirmation** page displays.

- Click the **OK** button.
- The **Timesheet** page returns.

Timesheet

Submit Confirmation

The Submit was successful.
Time for the Week of 2020-06-22 to 2020-06-28 is submitted

OK

Select Another Timesheet

*View By Week Previous Week Next Week

*Date 11/18/2019 Reported Hours 42.00

From Monday 11/18/2019 to Sunday 11/24/2019 ?

Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code	*Taskgroup
			2.00				2.00	OVT - OT @ Time and Half	74200BA
8.00	8.00	8.00	8.00	8.00			40.00	REG - Regular Hours	74200BA

Save for Later **Submit**

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

1-6 of 6

Date	Reported Status	Total	TRC	Description	Add Comments
11/18/2019	Submitted	8.00	REG	Regular Hours	
11/19/2019	Submitted	8.00	REG	Regular Hours	



The Reported Time Status

The **Reported Time Status** updates to show that the time has been submitted. Reported hours will change from 0.00 to 42.00 based on the hours that were submitted for the week.

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date

Reported Hours 42.00

From Monday 11/18/2019 to Sunday 11/24/2019

Mon 11/18	Tue 11/19	Wed 11/20	Thu 11/21	Fri 11/22	Sat 11/23	Sun 11/24	Total	Time Reporting Code	*Taskgroup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.00	OVT - OT @ Time and Half	74200BA
<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	40.00	REG - Regular Hours	74200BA				

Reported Time Status

1-6 of 6

Date	Reported Status	Total	TRC	Description	Add Comments
11/18/2019	Submitted	8.00	REG	Regular Hours	
11/19/2019	Submitted	8.00	REG	Regular Hours	
11/20/2019	Submitted	8.00	REG	Regular Hours	
11/21/2019	Submitted	2.00	OVT	OT @ Time and Half	
11/21/2019	Submitted	8.00	REG	Regular Hours	
11/22/2019	Submitted	8.00	REG	Regular Hours	

[Return to Select Employee](#)
[Manager Self Service](#)
[Time Management](#)



Entering and Submitting Time – Compensatory and Overtime

Compensatory Leave and Overtime Leave hours earned or taken are entered directly on the Timesheet. Enter the hours and then select the appropriate Time Reporting Code (TRC) to indicate whether the time is earned or taken.

This is an example of TRCs for an employee who is eligible to earn and take Compensatory Leave.

Note: Compensatory and Overtime Leave are entered directly in the Timesheet grid while other leave types (e.g., vacation, sick, annual leave incentive) are entered on the **Absence** tab for agencies using Cardinal Absence Management.

From Monday 12/02/2019 to Sunday 12/08/2019 ?

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								

Reported Time Status

1-1

Date	Total	TRC	Description	Sched Hrs	Add Comments
	0.00			0.00	

- CCA - Comp Time Leave Adjust
- CCD - Comp Time Leave Deduction
- CCL - Compensatory Leave Taken**
- CLO - Office Closing
- CPO - Comp Time Leave Payout
- HCS - Holiday Straight Earned
- HNPM - Holiday Pay Docking
- HOLM - Holiday
- HOS - Holiday Straight Pay Extra
- OCA - Overtime Leave Adjust
- OCD - Overtime Leave Deduction
- OCL - Overtime Leave Taken
- OCS - Comp Leave Earned**
- OCT - Overtime Leave Earned
- ONCHP - On-Call Hours (Paid)
- OPO - Overtime Leave Payout
- OVS - OT @ Straight Time
- OVT - OT @ Time and Half
- REG - Regular Hours



Entering and Submitting Time– Compensatory and Overtime (continued)

This is an example of a Timesheet for a Positive Time Reporter at an agency that is using Cardinal Absence Management. The employee will use 2 hours of Compensatory Leave Taken and 6 hours of Vacation on Friday. After entering the hours and selecting the appropriate TRC, click the **Submit** button to submit the time for approval. The absence for this employee is entered on the Absence tab which will be covered in Lesson 4. When absences are entered in on the **Absence** tab, they display on the Timesheet grid.

Timesheet
New Window | Help |

Police Sergeant

[Actions](#)

Select Another Timesheet

*View By Week

*Date 12/16/2019

Scheduled Hours 40.00 Reported Hours 40.00

Employee ID

Empl Record 0

Time Reporting Type Positive

Earliest Change Date 11/18/2019

[Previous Week](#) [Next Week](#)
[Previous Employee](#)

From Monday 12/16/2019 to Sunday 12/22/2019

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Total	Time Reporting Code	*Taskgroup
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2.00	<input type="text"/>	<input type="text"/>	2.00	CCL - Compensatory Leave Taken <input checked="" type="checkbox"/>	40300CCOP <input type="button" value="q"/>
8.00	8.00	8.00	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	32.00	REG - Regular Hours <input checked="" type="checkbox"/>	40300CCOP <input type="button" value="q"/>
				6.00			6.00	VAC - Vacation	40300CCOP



Entering and Submitting Time – Compensatory and Overtime (continued)

Once earned time has been processed, Cardinal displays a **Leave/Compensatory Time** tab, which contains the balances earned and available to take. You can click the **View Detail** icon to see more details about the absence type.

The **Leave and Compensatory Time** page provides more detail about Compensatory and Overtime Leave, including the balance as of the current date and the expiration date of the balance. This tab is only for Absence Management agencies.

Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time
----------------------	---------	----------------------------------	---------	------------	--------------

Leave and Compensatory Time Balances ?

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	COMP_LEAVE	6.00	0	1000	

Leave and Compensatory Time

Detail

Employee ID [redacted]
Police Sergeant
Employment Record 0

Actions

Displays the balance of Leave/Compensatory time for an employee as of the specified date. This balance may be positive or negative, depending on how the plan is set up and what has been reported

Plan	Plan Description	Unit Type	Expiration Date	Starting Balance	Units Earned	Units Taken	End Balance	Accrual Date
COMP_LEAVE	Compensatory Leave Plan	Hours	12/05/2020	4.000000	2.000000	0.000	6.000	12/05/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	12/04/2020	3.000000	1.000000	0.000	4.000	12/04/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	12/03/2020	1.000000	2.000000	0.000	3.000	12/03/2019
COMP_LEAVE	Compensatory Leave Plan	Hours	12/02/2020	0.000000	1.000000	0.000	1.000	12/02/2019



Entering and Submitting Time – Non-Productive (Agencies not using Cardinal Absence Management)

Agencies not using Absence Management will report all non-productive TRCs directly on the Timesheet such as vacation and sick. The example below is a positive time reporter who used 8 hours of vacation on Friday. The regular time is entered on one row with the appropriate TRC value selected. The non-productive time (in this example vacation), is entered on a second row with the appropriate TRC selected for the time being used.

Not using Cardinal Absence

From Monday 07/13/2020 to Sunday 07/19/2020 ?

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total	Time Reporting Code	*Taskgroup
8	8	8	8					REG - Regular Hours	71800BA
				8				VACR - Vacation	71800BA
									71800BA

- ADMR - Civil Leave
- ALIR - Annual Leave Incentive
- CALHP - Called Out Hours (Paid)
- CCLR - Compensatory Leave Taken
- CLOr - Office Closing
- CSLR - Volunteer Service Leave
- DLRR - Donated Leave Rec (Lv Share)
- DSRR - Victim of Disaster
- ELPR - Educational Leave w/ Pay
- ELWR - Educational Leave Pay Docking
- EMSR - Emergency Service Volunteer
- ERLR - Org Recognition Leave
- FCSR - Flex Volunteer Service Lv
- FSKR - Flex Sick Leave
- FVCR - Flex Vacation
- HCSR - Holiday Straight Earned
- HNPR - Holiday Pay Docking
- HOLR - Holiday
- HOSR - Holiday Straight Pay Extra
- LNPR - Pay Docking
- MBLR - Military Bank Leave
- MILR - Military Leave
- MIPR - Military Physical
- MLDR - Military Leave Disaster
- OCLR - Overtime Leave Taken
- OCSR - Comp Leave Earned
- OTRR - Other Leave
- OVS - OT @ Straight Time
- OVT - OT @ Time and Half



Entering and Submitting Time – Non-Productive (Agencies using Cardinal Absence Management)

Agencies using Absence Management report non-productive time directly on the Timesheet for office closing, Compensatory Leave, and Overtime Leave.

Most non-productive time will be entered using the **Absence** tab to record Absence Events, such as vacation, sick, and personal. Non-productive time entered in the **Absence** tab displays on the Timesheet grid.

This is an example of a positive time reporter who works Monday – Friday, 8 hours each day, who used 8 hours of vacation on Friday. The vacation time was entered using the **Absence** tab.

Note: Entering absences in the **Absence** tab will be covered in Lesson 4 of this course.

Using Cardinal Absence

From Monday 07/13/2020 to Sunday 07/19/2020 ?

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total	Time Reporting Code	*Taskgroup
8.00	8.00	8.00	8.00				32.00	REG - Regular Hours	20300CCOP
				8.00			8.00	VAC - Vacation	20300CCOP



Processing and Viewing Time – Reported Time Status

The **Reported Time Status** tab displays the status of the time entered on the **Timesheet** page.

Reported Time Status						
Reported Time Status	Summary	Leave / Compensatory Time	Absence	Exceptions	Payable Time	
Reported Time Status						
 						1-6 of 6 ▾
Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
12/16/2019	Submitted	8.00	REG	Regular Hours	8.00	
12/17/2019	Submitted	8.00	REG	Regular Hours	8.00	
12/18/2019	Submitted	8.00	REG	Regular Hours	8.00	
12/19/2019	Submitted	8.00	REG	Regular Hours	8.00	
12/20/2019	Saved	2.00	CCL	Compensatory Leave Taken	8.00	
12/20/2019	Saved	6.00	VAC	Vacation	8.00	



Reported Time Statuses

The following table is a list of statuses for Reported Time:

Status	Description
*Saved	Time that has been entered, but not submitted for processing
*Submitted	Time that has been reported and submitted for processing
**Needs Approval	Time that has been processed by Time Administration and sent to the designated Reports To for review and approval
**Approved	Time that has been reviewed and approved by the Reports To and ready to be picked up by the Time and Labor load process for payroll processing

Online agencies will only see **Saved or **Submitted** for time entered on the Timesheet grid.*

***Agencies using Absence Management will see **Needs Approval** or **Approved** for absences.*

Note: Interfacing agencies will generally only see **Approved** when time is interfaced.



Processing and Viewing Time - Payable Time Status

The **Payable Time** tab provides a view of time after the automatic Time Administration process has been run.

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail [View Full Detail](#)

Payable Time ?

☰ 🔍 1-4 of 4 ▾

Date	TRC	Description	TRC Type	Payable Status ▾	Quantity
12/18/2019	RGSA	Regular Earnings - Salaried	Hours	Needs Approval	8.00
12/19/2019	RGSA	Regular Earnings - Salaried	Hours	Needs Approval	8.00
12/16/2019	RGSA	Regular Earnings - Salaried	Hours	Needs Approval	8.00
12/17/2019	RGSA	Regular Earnings - Salaried	Hours	Needs Approval	8.00



Payable Time Statuses

Status	Description
Needs Approval	Waiting for approver to approve
Approved	Approved by approver (ready for payment or distribution)
Estimated	Does not require Payable Time Approval (ready for payment and/or distribution)
Overtime Hold	Salaried Overtime to be sent to Payroll will be held until the FLSA Period End Date is more than 14 days in the past (approved but not ready for payment see your TL Administrator or Payroll Administrator regarding when this time will be paid)
Salary Hold	Salary Base Pay detail will be processed during GL Distribution process (approved and ready for distribution)
No Pay	Detail does not need to be sent to payroll for processing (not processed by Payroll nor is it distributed – ex: comp leave earned, uncompensated overtime)



Payable Time Status Values (continued)

Status	Description
Rejected by Payroll	Not processed by Payroll (Processed by Payroll and rejected – time in this status will be addressed by your agency TL Administrator)
Reversed Check	Generated due to Payroll Reverse Check process (see your agency Payroll Administrator regarding this status)
Sent to Payroll	Load Time and Labor to Payroll is currently processing and loading data to Payroll
Taken by Payroll	Detail is in Payroll for processing
Distributed	Paid and Allocated to General Ledger
Closed	Closed; (see your agency TL Administrator or Payroll Administrator regarding this status)
Denied	Denied by the approver; old VDOT status not relevant for Cardinal HCM data



Payable Time Detail

From the **Payable Time** tab, clicking the **View Full Detail** link displays the **Payable Time Detail** page.

Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | **Payable Time**

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

[View Full Detail](#)

Payable Time ⓘ

☰ Q 1-4 of 4 ▾

Date	TRC
12/18/2019	RGSA
12/19/2019	RGSA
12/16/2019	RGSA
12/17/2019	RGSA

Payable Time Detail

Employee ID [REDACTED]
Employment Record 0

Police Sergeant
[Actions](#)

Payable Time from 12/16/2019 to 12/22/2019

☰ Q 1-4 of 4 ▾

Overview | Time Reporting Elements | Task Reporting Elements | Cost ||▶

Date	Status▲	Reason Code	TRC	Description	Quantity	TRC Type
12/16/2019	Needs Approval		RGSA	Regular Earnings - Salaried	8.00	Hours
12/17/2019	Needs Approval		RGSA	Regular Earnings - Salaried	8.00	Hours
12/18/2019	Needs Approval		RGSA	Regular Earnings - Salaried	8.00	Hours
12/19/2019	Needs Approval		RGSA	Regular Earnings - Salaried	8.00	Hours

[Return To Timesheet](#)



Processing and Viewing Time – Reports and Queries

Timekeepers have access to a variety of reports and queries to assist with reviewing time for the population of employees for which they enter time. Some key reports/queries are listed below followed by the navigation path to find it.

Primary Reports:

- **Timesheet Schedule Exception and Overtime Review**, VTAR0024, - The Timesheet Exception Report in Cardinal contains two sections. The first section will look at the time period that the report user has entered and retrieve any Overtime Time Reporting Codes. The second section will look at the TRCs processed for an employee and if the total productive time and the non-productive time is greater to or less than their scheduled number of hours for the pay period.

Navigator > Time and Labor > Reports > Timesheet Exception Report

- **Timesheet Report**, VTAR0026 - The Timesheet report summarizes the number of hours by ChartField distribution by day.

Navigator > Time and Labor > Reports > Timesheet Report

Primary Queries:

- **Weekly Submitted Hours** - The Query provides hours submitted in a work week. It includes the employee's standard hours for the week and shows the hours submitted based on dates specified.

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TLAM_WKLY_HRS

- **Time Reporting Exceptions** – The Query allows you to view exceptions for a group.

Navigator > Reporting Tools > Query > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS



Timelines to Submit Time

State Payroll Operations (SPO) creates the Operations Calendars which provide timelines for all the payroll related activities. These calendars are posted on the SPO website. Your agency will provide deadlines for when all time for a period must be entered and submitted.

If you have questions about these dates, see your agency TL Administrator or your supervisor.



Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.





Lesson Checkpoint



1. True or False. A Positive Time Reporter enters their time in Cardinal the same as an Exception Time Reporter enters their time.



2. True or False. Agencies not using Absence Management will report all non-productive TRCs directly on the Timesheet such as vacation and sick.



3. True or False. The **Reported Time Status** tab displays the status of the time entered on the **Timesheet** page.



Lesson Summary

3

Entering and Submitting Time

In this lesson, you learned:

- How to Enter and Submit Time for Positive and Exception Time Reporters
 - Compensatory Leave and Overtime
 - Non-Productive Time
 - Absence Tab
- How to Process and View Time for Positive and Exception
 - Reported Time Tab
 - Payable Time Tab



Lesson

4

Entering Absence Requests

This lesson covers:

- Entering an Absence Request (for agencies using Cardinal AM)
- Updating an Absence Event



Accessing the Employee

Timekeepers can enter and submit absence events on behalf of employees and view leave balances on the **Timesheet** page.

Navigate to the **Timesheet** page using the following navigation path:

Team Tile > Timesheet Summary

1. Enter the **Employee ID** of the employee for whom you need to enter the absence request.
2. Click the **Get Employees** button.
3. Click the **Last Name** link for the employee.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Description	Time Reporter Group
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	<input type="text"/>
Location Code	<input type="text"/>
Workgroup	<input type="text"/>
Position Number	<input type="text"/>

Get Employees
Clear Criteria
Save Criteria

Change View

*View By: Week Show Schedule Information

Date: 07/13/2020 Previous Week Next Week

Employees For DIANE GILMER, Totals From 07/13/2020 - 07/19/2020

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
			0	0.00	0.00	40.00			0.00	0.00



Verify Timesheet is on the Correct Week of the Absence

The Timesheet for the employee displays.

4. Verify that the Timesheet displays for the appropriate week of the absence.

5. If not, update the **Date** field to the begin date for the Absence Event period and click the **Refresh Timesheet** icon.

6. Click the **Absence** tab to enter the absence event.

Timesheet

Employee ID [Redacted]
Empl Record 0
Time Reporting Type Positive
Earliest Change Date 08/25/2020

Research & Admin Assistant

Actions

Select Another Timesheet

*View By Week [v]
*Date 07/13/2020 [calendar icon] [refresh icon]
Scheduled Hours 40.00 Reported Hours 0.00

Previous Week Next Week
Previous Employee Next Employee

From Monday 07/13/2020 to Sunday 07/19/2020 [help icon]

Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Sun 7/19	Total	Time Reporting Code
<input type="text"/>		<input type="text"/>						
<input type="text"/>		<input type="text"/>						
<input type="text"/>		<input type="text"/>						

Save for Later Submit Apply Schedule

Reported Time Status Summary **Absence** Exceptions Payable Time

Reported Time Status

1-1 of 1 [dropdown]

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	



Absence Entitlement Balances

The **Absence Entitlement Balances** section of the Timesheet expands and shows the available absence balances (excluding Comp and Overtime Leave), as of the most recent finalized and closed pay period.

These balances do not reflect absence events entered in the future or entitlements earned in the current pay period.

7. Click the **Add Absence Event** button to add the absence event details.

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Absence Events ⓘ

Absence Take ⓘ

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>						Details		Approval Monitor

Add Absence Event

Absence Entitlement Balances

1-28 of 28

Entitlement Name	Balance as of 12/09/2019**	From	To	Accrual Period
Service Recognition Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Other Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Parental Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Family Medical Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Sick Leave	40.00 Hours	01/10/2019	01/09/2020	Year to Date
Sick Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Pre-Layoff Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Public Health Emergency	0.00 Hours	01/10/2019	01/09/2020	Year to Date
VSDP Personal Leave	16.00 Hours	01/10/2019	01/09/2020	Year to Date
Military Bank Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Organization Recognition Leave	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Emergency Service Volunteer	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Educational Leave Pay Docking	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Educational Leave w/ Pay	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Victim of Disaster	0.00 Hours	01/10/2019	01/09/2020	Year to Date
Converted Disability Credits	0.00 Hours	01/10/2019	01/09/2020	Year to Date



Entering an Absence Request

8. Populate the following required fields on the **Absence Take** tab:

- **Start Date**
- **End Date** (if different from the Start Date)
- **Absence Name**
- **Reason**

9. Click the **Details** link.

Absence Events ?

Absence Take ||▶

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	07/17/2020	07/17/2020	Vacation	Vacation		Hours	Details	New	Approval Monitor



Absence Event Details Page

The **Absence Event Details** page displays. Cardinal automatically populates any information already entered in the **Absence Events** section of the **Timesheet** page.

Cardinal uses both the employee schedule and the information entered in the **Absence Event Details** page to automatically calculate the total hours (duration) of the absence.

For this scenario, the employee is taking a full day and based on the schedule, that is 8 hours.

Absence Event Details

TAEmployeeID8 01TA1502
Research & Admin Assistant

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ⓘ

* Start Date: 07/17/2020

End Date: 07/17/2020

Filter by Type: All

*Absence Name: Vacation

*Reason: Vacation

Partial Days: None

Duration: Hours

[View Monthly Calendar](#)

Current Balance: 260.00**

Comments

Reporter Comments:

* Required Field
**Disclaimer: The current balance does not reflect absences that have not been processed.



Partial Day Options

10. If the absence is for a partial day, select the **Partial Days** drop-down. There are five options from which to choose:

Option	Description
All Days	Use if the days entered are all partial days. Select this option even when only taking one partial day
End Day Only	Use this when the last day only is a partial day
None	This is the default value. Do not change this if none of the days are partial days
Start Day Only	Use when the first day only is a partial day
Start and End Days	Use when the first and last days are partial days

Note: For employees with a **variable schedule** always select the **Partial Days** option because each day of a variable schedule represents 24 hours.

Absence Detail ?

*Start Date 07/17/2020 [calendar icon]

End Date 07/17/2020 [calendar icon]

Filter by Type All [dropdown arrow]

*Absence Name Vacation [dropdown arrow]

*Reason
All Days
End Day Only
None
Start Day Only
Start and End Days

Partial Days

Duration

Calculate End Date or Duration



Partial Day Options – Employees with Set Schedule

If more than one partial day option is applicable, you will need to enter multiple absence events.

For example, if an employee with a set schedule is taking three days off and the first and third days are full days and the second day is a partial day, enter this as two events:

- **Event 1:** Enter the first day as one event (full day)
- **Event 2:** Enter the second day (partial) and third day (full) as a separate event, using the **Start Day Only** option in the **Partial Days** field

11. Once the applicable **Partial Days** option is selected, enter the number of hours in the **Start Day Hours** field. In this example, 4 is entered.

12. Click the **Calculate End Date or Duration** button. The **Duration** field is calculated as 12 hours (4 for the partial day + 8 for the full day) in this example.

Event 1

Absence Detail ?

*Start Date 07/07/2020

End Date 07/07/2020

Filter by Type All

*Absence Name Vacation

*Reason Vacation

Partial Days None

Duration 8.00 Hours

Calculate End Date or Duration

Event 2

Absence Detail ?

*Start Date 07/08/2020

End Date 07/09/2020

Filter by Type All

*Absence Name Vacation

*Reason Vacation

Partial Days Start Day Only

Start Day Hours 4.00

Duration 12.00 Hours

Calculate End Date or Duration



Partial Day Option – Employees with Variable Schedule

The **Partial Days** option must always be selected for Positive Time Reporters with a variable schedule. Because variable schedules are set up in the system as 24 hours a day 7 days a week, employees using this schedule should always select the **Partial Days** option of **All Days** and enter the actual absence hours..

If the **Partial Days** option of “None” is selected, Cardinal calculates each day as 24 hours. See the examples below for an employee with a variable schedule using 8 hours of vacation time to understand how Cardinal calculates absences using the **Partial Days** option of “None” versus the **Partial Days** option of **All Days**.

When Partial Days Option None is Selected

Absence Detail ?

*Start Date 07/13/2020

End Date 07/13/2020

Filter by Type All

*Absence Name VSDP Sick Leave

*Reason VSDP Sick Leave

Partial Days None

Duration 24.00 Hours

Calculate End Date or Duration

When Partial Days Option All Days is Selected

Absence Detail ?

*Start Date 07/13/2020

End Date 07/13/2020

Filter by Type All

*Absence Name VSDP Sick Leave

*Reason VSDP Sick Leave

Partial Days All Days

All Days Hours 8.00

Duration 8.00 Hours

Calculate End Date or Duration



Adding Optional Comments to the Absence Request

The **Reporter Comments** field allows the entry of comments regarding the absence, if needed. It is an optional field.

Note: Do not enter personal information in this field because comments can be viewed by anyone with access to these pages and reports.

13. After entering all required information on the **Absence Event Details** page, click the **OK** button to return to the **Absence Take** tab.

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ?

*Start Date  [View Monthly Calendar](#)

End Date 

Filter by Type 

*Absence Name 

*Reason 

Partial Days 

All Days Hours

Duration Hours

Current Balance 144.00 Hours**

Comments

Reporter Comments: 



Forecasting

Most absence types require the user to forecast the employee's projected balances prior to submitting a request. The forecast process calculates the balance available at the time of the absence event.

The **Forecast** button is disabled if the absence type does not require forecasting or if there is not a balance available for usage.

If the absence type requires forecasting, the **Forecast** button is enabled after selecting the Absence Name when making a new absence request.

14. For this example, the **Forecast** button is enabled. Click the **Forecast** button to determine whether there is enough available balance to cover the absence event entered.

Absence Events ?

Absence Take

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit	Delete
<input type="checkbox"/>	07/10/2020	07/10/2020	Vacation	Vacation	6.00	Hours	Details	New	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Foreca	Edit	Dele

Add Absence Event

Note: The **Delete** button is only available prior to forecasting. Once you click the **Forecast** button, the **Delete** button is no longer available. An absence can only be deleted prior to forecasting. Once an absence has been forecasted, it can be cancelled by clicking the **Cancel** checkbox.



Absence Forecast Successful

15. Click the **Submit** button after receiving the message indicating the forecast is successful. The absence displays on the Timesheet.

Note: Once an absence has been entered and forecast successfully, always promptly click the **Submit** button.

If there is a sufficient balance available for the type of absence selected, the following Forecast Successful message displays.

Save for Later
Submit

Reported Time Status
Summary
Leave / Compensatory Time
Absence
Exceptions
Payable Time

Forecast Successful:
 You are eligible to take the requested absence and you may submit your request.
 Date Time: January 08,2021 at 10:42

Absence Events ?

Absence Take Forecast Results ||▶

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
<input type="checkbox"/>	12/20/2019	12/20/2019	Vacation	Vacation	6.00	Hours	Details	Saved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Foreca

Add Absence Event



Entering a Past/Future Absence Event

Cardinal allows entry of absences 90 days into the future and 90 days into the past, but not prior to the beginning of the current fiscal year. If 90 days from the current day falls in the middle of the week, Cardinal allows entry of absence events for any day of that week where the 90 day limit falls.

If an attempt is made to enter a future absence event which exceeds the 90 days, Cardinal disables the **Add Absence Event** button to prevent absences from being entered outside the 90 day timeframe.

From Monday 07/20/2020 to Sunday 07/26/2020 ?

Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Sun 7/26	Total	Time Reporting Code

Absence Events ?

||>

Select	*Start Date	End Date	Absence Name	Reason	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>						Details		Approval Monitor



Rechecking Future Absence Events

Always re-check the employee's forecast balance close to the date(s) of the planned absence event to ensure that the absence request for a future date has sufficient hours to cover the request when the time comes. An employee may not have sufficient balance because another absence request was submitted for the same absence type.

Any portion of the absence that exceeds the entitlement balance is treated as LNP (Pay Dock).



Rechecking a Future Absence Event - Example

For example:

- An employee has 24 hours of personal leave
- The employee submits a leave request for 24 hours of Personal Leave for a trip two months from now. The forecast is successful and the leave request is approved
- Two weeks later, after making the initial request, the employee takes 16 hours of Personal Leave
- The future request now becomes ineligible because the employee used 16 of those 24 hours
- By re-checking the balances, there will only be 8 hours of Personal Leave available (making 16 hours of the Personal Leave for the future request insufficient)
- If no action is taken, the Timesheet will be processed with 8 hours as Personal Leave (the remaining available balance) eligible and 16 hours as LNP (Pay Docking)
- To avoid pay docking, recheck the absence eligibility, edit the future request and use a different absence type for 16 hours



How to Recheck a Future Absence Event (continued)

When the **Forecast Details** button is selected, the **Absence Forecast Results** page displays and shows the expected hours to be paid and/or unpaid and the remaining balance after the absence has been deducted.

Absence Forecast Results ×

[Help](#)

View forecast element results. For more details please contact your absence administrator.

Forecast Balance Details

 1-3 of 3

Forecast Results | Accumulator Results | ▶▶

Absence Name	Forecast Element	Value
Vacation	Vacation	0.00
Vacation	VAC FORECAST PAID	30.00
Vacation	VAC FORECAST UNPD	82.00

[Return to Timesheet](#)



Updating an Absence Event

After an absence event has been submitted, it can be:

- Updated if changes need to be made (e.g., hours, dates, type of leave)
- Cancelled if the absence is not going to be used

Note: If the absence has been approved, then the TL Supervisor or Absence Management Administrator would have to cancel it.

See the Job Aids titled **ESS392 Time Entry Scenarios - Positive Time Reporter** and **ESS392 Time Entry Scenarios – Exception Time Reporters** for details about updating or cancelling an absence event. These Job Aids are located on the Cardinal Website in **Job Aids** under **Training**.



Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.





Lesson Checkpoint



1. True or False. The absence balances that display on the employee's Timesheet are accurate for entitlements earned in the current pay period.



2. True or False. Cardinal allows you to enter absences up to 90 days in the past and future.



3. True or False. Always re-check the employee's forecast balance close to the date(s) of the planned absence event to ensure that the leave request for a future date has sufficient hours to cover the request when the time comes.



Lesson Checkpoint



4. True or False. After an Absence Event has been entered and submitted, it can no longer be changed.



Lesson Summary

4

Entering Absence Request

In this lesson, you learned:

- How to Enter an Absence Request (for agencies using Cardinal AM)
- Forecasting Absence Events
- How to Update an Absence Event



Lesson

5

Time Administration and Managing Exceptions

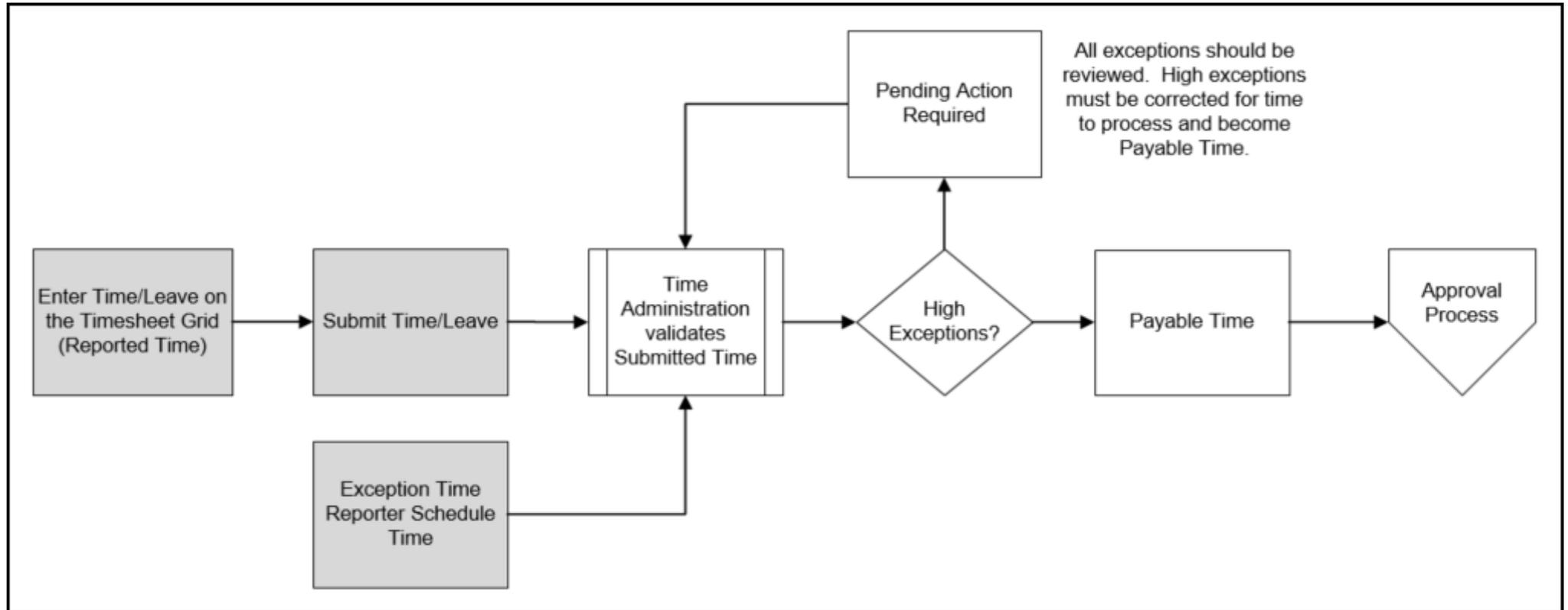
This lesson covers:

- Time Administration (Understanding Exceptions)
- Adjusting Timesheet Entries



Managing Exceptions

As a reminder, after you have entered and submitted time and leave, it goes through the Time Administration process which checks the reported time against business rules to validate the time is accurate. The process can create a variety of exceptions which require action.





Time Administrations (Understanding Exceptions)

The Time Administration process checks submitted time against business rules to validate that the time is accurate. The process can generate a variety of exceptions which require agencies to take action.

- **No exceptions:** Submitted time becomes payable time with no exceptions
- **Low or medium severity exceptions:** Submitted time becomes payable time with low or medium exceptions
- **High severity exceptions:** Submitted time does not become payable time with a high severity exception. Once corrected, Time Administration will clear the exception and time becomes payable time

While the TL Supervisor is responsible for ensuring that all exceptions are resolved or allowable, the Timekeeper can review exceptions to ensure, at a minimum, no high exceptions exist before time is loaded/distributed by payroll.

Note: Agencies must clear high severity exceptions in order for employees to be paid correctly



Timesheet Exception Examples

Exception Description	Message	Severity
Callout Minimum Guarantee	Callout has a daily minimum guarantee. Reported hours are less than the minimum guarantee hours and need to be increased. The minimum guarantee is Company specific	Low
OVS Required – Limit exceeded	Straight Time Overtime is required Regular worked hours exceeds the Period Threshold Limit	Medium
Invalid RE4 for Period	Maintain Time Reporter Data – Rule Element 4 value is invalid for the Workgroup	Medium
More than 24 hours reported	The combined number of hours reported for a single date exceeds 24. Review and correct the reported time as necessary	High
Quantity exceeds TRC limits	The quantity reported is outside the limits specified by the Minimum and Maximum quantity on the TRC table	High
Invalid Pay Status – Inactive	Payroll will not process any TL detail when Job HR Status is Inactive. Either: <ul style="list-style-type: none"> - Remove Timesheet detail - Update Job Data because HR Status is incorrect 	High

For a detailed list of all exceptions, see the Job Aid titled **TA Exceptions** located on the Cardinal Website in **Job Aids** under **Training**.



Viewing Exceptions

Once you access the **Timesheet** page, an alarm clock icon(s) displays on the **Reported Time Status** tab under the **Exception** column. To see details about the exception, click the icon or click the **Exceptions** tab.

Note: Clicking the icon opens the **Exceptions** tab.

Reported Time Status									
Reported Time Status									
Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments	Exception		
12/02/2019	Submitted	1.00	OCS	Comp Leave Earned	8.00				
12/02/2019	Submitted	8.00	REG	Regular Hours	8.00				
12/03/2019	Submitted	8.00	OCS	Comp Leave Earned	8.00				
12/03/2019	Submitted	8.00	REG	Regular Hours	8.00				
12/04/2019	Submitted	8.00	OCS	Comp Leave Earned	8.00				
12/04/2019	Submitted	8.00	REG	Regular Hours	8.00				
12/05/2019	Submitted	8.00	OCS	Comp Leave Earned	8.00				
12/05/2019	Submitted	8.00	REG	Regular Hours	8.00				
12/06/2019	Submitted	7.00	REG	Regular Hours	8.00				



Viewing Exceptions (continued)

The **Exceptions** tab displays the following fields: **Date**, **Exception ID**, **Exception Source**, **Status**, **Exception Severity**, **Explanation** and **Comment**. If the exception should be allowed, enter an explanation in the **Comment** field and click the **Update Exception** button to save the comment. In this example, the exception should be corrected.

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date

Scheduled Hours 40.00 Reported Hours 64.00

From Monday 12/02/2019 to Sunday 12/08/2019

Mon 12/2	Tue 12/3	Wed 12/4	Thu 12/5	Fri 12/6	Sat 12/7	Sun 12/8	Total	Time Reporting Code	*Taskgroup	Business Unit	Telework
<input type="text" value="1.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	25.00	OCS - Comp Leave Earned	40300CCOP	40300	<input type="text"/>
<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="7.00"/>	<input type="text"/>	<input type="text"/>	39.00	REG - Regular Hours	40300CCOP	40300	<input type="text"/>

Save for Later Submit

Reported Time Status Summary Absence **Exceptions** Payable Time

Exceptions

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	Comment
12/05/2019	VOTGTLMT	Time Administration	Unresolved	Medium	OVT Required - Total 46 exceeds FLSA Limit 40 for Period 11/29/2019-12/05/2019 and Company GIF	<input type="text"/>

1-1 of 1

Update Exception

To see the full list of exceptions, see the Job Aid titled **TA Exceptions** located on the Cardinal Website in **Job Aids** under **Training**.



Time Reporting Exceptions Query

Timekeepers can also access the **Time Reporting Exceptions** query to view exceptions by **Business Unit**, **Location** and **Department** for a specific period. You can access this query using the following path:

Navigator > Reporting Tools > Query> Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS

Business Unit

Location

Dept ID

Exception From Date

Exception Through Date

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (27 kb)

View All First 1-19 of 19 Last

Row	Name	Empl ID	Empl Record	Position	Unit	Location	Dept ID	Workgroup	Date	Severity	Status	Exception ID	Description	Msg Data1	Msg Data2	Msg Data3	Msg Data4	Msg Data5	Action Date Time
1			0	MME00042	40900	CENTR	01004	SNRF071E1	12/02/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	0	40	12/01/2019-12/07/2019		MME	09/26/2020 2:55:40PM
2			0	MME00042	40900	CENTR	01004	SNRF071E1	12/03/2019	M	Unresolved	VMAXOTLV	Overtime Leave Limit	249	240				09/26/2020 2:55:40PM
3			0	MME00042	40900	CENTR	01004	SNRF071E1	12/03/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	0	40	12/01/2019-12/07/2019		MME	09/26/2020 2:55:40PM
4			0	MME00042	40900	CENTR	01004	SNRF071E1	12/04/2019	M	Unresolved	VMAXOTLV	Overtime Leave Limit	261	240				09/26/2020 2:55:40PM
5			0	MME00042	40900	CENTR	01004	SNRF071E1	12/04/2019	M	Unresolved	VOTLTLMT	OVT prior to FLSA Limit	0	40	12/01/2019-12/07/2019		MME	09/26/2020 2:55:40PM



Adjusting Timesheet Entries

As a result of Timesheet review, an item may require adjustment such as:

- Correcting an exception identified by Time Administration
- Correcting a TRC entered incorrectly
- Updating the number of hours charged to a ChartField distribution
- Changing a ChartField distribution

Timekeepers and Supervisors/Managers can enter Timesheet adjustments up to 90 days in the past.

TL Administrators can go back 365 days to make adjustments.



Adjusting Timesheet Entries (continued)

Even when time has been processed by Time Administration, the Timesheet can be adjusted.

For example:

- The Timesheet may need to be changed for distribution (e.g., time was charged to the wrong department or more hours were charged to regular (REG) time than allowed in the pay period)
- There's an exception and time entered on the Timesheet needs to be adjusted

To adjust the Timesheet:

- Select the week for which the changes are to be made
- Go to the appropriate section on the Timesheet
- Make the necessary update(s)
- Resubmit the time for processing



Hands-On Exercise

Your instructor will provide detailed instructions on how to log in and complete the exercise.





Lesson Checkpoint



1) True or False. As a Timekeeper, reviewing exceptions is not part of your job.



2) True or False. Submitted time is processed by Time Administration which validates reported time against time reporting rules.



3) These exceptions, when generated, must be corrected in order for time to become payable time.

- a. Low
- b. Medium
- c. High



Lesson Summary

5

Time and Exceptions Managing Exceptions

In this lesson, you learned:

- Overview of the Time Administration process
- The three levels of exceptions: Low, Medium, and High
- How to adjust Timesheet entries



Course Summary

TA371

Timekeeper Processing

In this course, you learned:

- Time and Attendance Overview
- Navigating in Time and Attendance
- Entering and Submitting Time
- Entering Absence Requests
- Time and Administration and Managing Exceptions



Appendix

- Workgroup Configuration Naming Convention
- Work Schedule Naming Convention
- Key Time Reports/Queries
- Time Rounding
- Flowchart Key



Workgroup Naming Convention

The Workgroup controls Time Reporting Codes, Approval Method, Positive vs. Exception Reporting Type, FLSA Start Date, FLSA Period, and Business Rules applied to the employee. The 9-character workgroup name reveals the attributes of the group. If the employee is not in the correct workgroup, it will impact the TRCs that are available to select on the Timesheet page.

Character	Defines	Values
1 st	Employee Type	H = Hourly, S = Salaried
2 nd	FLSA Status	N = Nonexempt, E = Exempt
3 rd	Employee Category	1 = Type 1, 2 = Type 2, 3 = Type 3, A = Additional Pay Only, P = Per Diem Type, R = Regular, M = Emergency, J = Judge, L = Law Enforcement F = Fire Prevention, S = Student
4 th	Approval Type	I = Reported Time for Interfaced, F = Payable Time for Online Full Approval, P = Payable Time for Online Partial Approval
5-6 th	FLSA Period	07, 14, 21, 28 Days
7 th	Pay Cycle	B = Biweekly, 1 = SM1, 2 = SM2, M = Monthly
8 th	Time Reporter Type	E = Exception, P = Positive
9 th	FLSA Start Day	1 = Sun, 2 = Mon, 4 = Wed, 6 = Fri, 7 = Sat

EXAMPLE:

SNRF071P1

- S** = Salaried
- N** = Non-Exempt
- R** = Regular
- F** = Online Full Approval
- 07** = FLSA 7 Day Period
- 1** = SM1 Pay Cycle
- P** = Positive Time Reporter
- 1** = Sunday First Day of FLSA Period



Work Schedule Naming Convention: SETID = State, 7-Day Format: NN.NN-AAAAAAA-B, Example: 40.00-Z88888Z-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 37.50
AAAAAAA	7 day indicator – first character is Day 1, second character is Day 2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule



Work Schedule Naming Convention: SETID = State, 9X80 Format: 9X80-AAAAAAA-B, Example: 9X80-Z9998ZZ-0

Character	Defines	Value
AAAAAAA	7 day indicator – first character is Day 1, second character is Day 2, etc.	0-9, A-X: for example Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Day 1 in the 14 day schedule will correspond to a Biweekly Pay Period Begin Date in Cardinal – used by Hourly employees.

Note: 9X80 schedules must not be assigned to nonexempt employees



Work Schedule Naming Convention: SETID = <BU>

Format: NN.NN-AAAAAAA-B, Example: 40.00-5X8X3WK-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example 40.00, 80.00, 84.00,
AAAAAAA	Indication of the type of schedule	Example: 4X10+5X8 – Week 1 is a 4 day/10 hour work week, and Week 2 is a 5 day/8 hour work week. 4X10X2WK - Week 1 is a 4 day/10 hour work week, and Week 2 is also a 4 day/10 hour work week, however the work days are not the same for each week. 4X10+OTH – Week 1 is a 4/day/10 hour work week, and Week 2 is some other type of work week that is not 5X8 or 4x10.
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule



Key Time Reports/Queries

Report/Query Name	Navigation
Timesheet Schedule Exception and Overtime Review	Navigator > Time and Labor > Reports > Timesheet Exception Report
Timesheet Report	Navigator > Time and Labor > Reports > Timesheet Report
Weekly Submitted Hour Query	Navigator > Reporting Tools > Query Viewer > V_TA_TLAM_WKLY_HRS
Time Reporting Exceptions Query	Navigator > Reporting Tools > Query Viewer > V_TA_TIME_REPORTING_EXCEPTIONS
Invalid Holiday Query	Navigator > Reporting Tools > Query Viewer > V_TA_INVALID_HOLIDAY_AUDIT
Negative Hours from Prior Period Adj Query	Navigator > Reporting Tools > Query Viewer > V_TA_NEG_HRS
Payable Time Adjustments Query	Navigator > Reporting Tools > Query Viewer > V_TA_ADJUSTMENTS_PAYABLE_TIME
Reported Time Audit Query	Navigator > Reporting Tools > Query Viewer > V_TA_TIME_ENTRY_AUDIT
Docking Unpaid Absences Query	Navigator > Reporting Tools > Query Viewer > V_TA_DOCK_UNPAID_ABSENCES



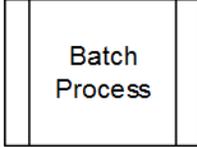
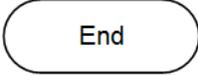
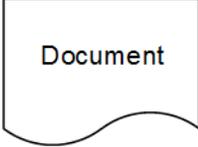
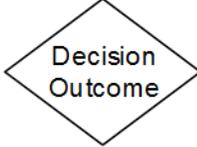
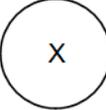
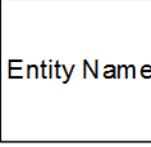
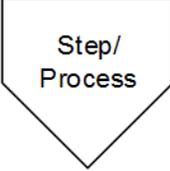
Time Rounding

Cardinal accepts time entry to the hundredths of an hour; two digits after the decimal point. If an employee works **8 hours and 11 minutes**, the Timesheet entry would be **8.18**. Although Cardinal accesses time entry to the hundredth of an hour, it is not required that time be entered to that level. Follow your agency policy regarding time entry.

Minutes	Time	Hours	Timesheet
0	0:00	0.00000	0.00
1	0:01	0.01667	0.02
2	0:02	0.03333	0.03
3	0:03	0.05000	0.05
4	0:04	0.06667	0.07
5	0:05	0.08333	0.08
6	0:06	0.10000	0.10
7	0:07	0.11667	0.12
8	0:08	0.13333	0.13
9	0:09	0.15000	0.15
10	0:10	0.16667	0.17
11	0:11	0.18333	0.18
12	0:12	0.20000	0.20
13	0:13	0.21667	0.22
14	0:14	0.23333	0.23
15	0:15	0.25000	0.25



Flowchart Key

	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is preformed manually.		Depicts a document of any kind, either electronic or hard copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an on-page or intra process connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.